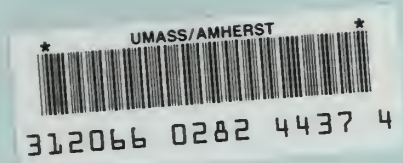


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# Living With The Law

Compiled by Janice B. Shotwell

GOVERNMENT DOCUMENTS  
COLLECTION

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Massachusetts Trial Court Law Libraries

June 1994  
Supplement



## INTRODUCTION

This supplement to Living with the Law was federally funded with LSCA Title I funds through the Massachusetts Board of Library Commissioners, as part of the "On the Road with Legal Information" grant.

It contains "legal literacy" and self-help titles that have been added to the Trial Court Law Library collection since publication of LWTL in August 1992. The emphasis is on items that are up-to-date, in print, reasonable in cost and, where available, intended specifically for Massachusetts citizens.

Items without annotation are revisions of titles that first appeared in LWTL or are significant forthcoming titles not yet available for review.

Special thanks to Kelly Dolan of the Berkshire Law Library for preparing the manuscript and always saying "I can do that."

Your comments, suggestions and questions on this publication or other aspects of the LSCA grants are always welcome.

Janice B. Shotwell  
Berkshire Law Library



## ADOPTION

- Reynolds, Nancy Thalia. Adopting your child: options, answers, and actions. Self-Counsel Press, 1993. \$12.95. 0-88908-295-2, 259 p.  
Guides would-be parents through all the options (agency, independent, foreign), dealing with systems, knowing the legal requirements. Written by social worker/lawyer/adoptive parent. Includes information on step-parent and relative adoption. With exercises, checklists, glossary, resource list.
- Strauss, Jean A.S. Birthright: the guide to search and reunion for adoptees, birthparents, and adoptive parents. Penguin, 1994. \$11.95. 0-14-051295-0, 363 p.  
Strauss' search for her birthmother provided the model for this step-by-step guide. Covers methods of search, reactions of adoptee, birth, and adoptive parents; reunions and aftermath. Resource information and bibliography.

## AIDS

- AIDS agenda: emerging issues in civil rights. Edited by Nan D. Hunter. New Press, 1992. \$27.95. 1-56584-001-1, 301p.  
Prepared by AIDS Project of ACLU, nine essays on legal and social policy. With footnotes.
- AIDS law today: a new guide for the public. Edited by Scott Burnis. Yale University Press, 1993. \$40.00. 0-300-05505-6, 443p.  
Based on Dalton, Harlon L. AIDS and the law, Yale 1987, assesses the status of AIDS law; privacy, health care, employment, liability, insurance and more. Full bibliographical information in Notes; index.
- Banta, William F. AIDS in the workplace: legal questions and practical answers. Lexington Books, 1993. Revised and expanded edition. \$35.00. 0-669-28056-9. 422p.

## AMERICANS WITH DISABILITIES ACT

- Allen, Jeffrey G. Complying with the ADA: a small business guide to hiring and employing the disabled. J. Wiley, 1993. \$17.95. 0-471-59049-5. 210p.  
To help entrepreneurs understand the obligations of the ADA: recruitment, interviewing training and compensation through making the workplace accessible. Includes some questions and answers, sample situations, resources and reprint of key ADA provisions. With index.

## ATTORNEY/CLIENT

- Carroll, Nicholas. Dancing with lawyers: how to take charge and get results. Royce Baker Pub, 1992. \$19.95. 1-879435-03-9, 180p.  
Buyer's approach to legal services that originated with author's own "Rules for Dealing with Lawyers." Reads as an expanded checklist, for finding, hiring, and keeping a lawyer on task.
- Cherovsky, Erwin. Competent counsel. Wiley, 1992. \$14.95. 0-471-57792-8, 170p.  
Creates a group of hypothetical clients (both individuals & businesses) and guides them through selecting, retaining, monitoring, and handling disputes with attorneys. Sample fee agreements and index.



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## AUDIO

Nolo's audiotapes, \$14.95 each. Cassette (60 min) with 16p. booklet.

5 ways to avoid probate. 1993. 0-87337-224-7.

How to start your own business. 1993. 0-87337-210-7.

Winning in small claims court. 1993. 0-87337-198-4.

Write your will. 1993. 0-87737-208-5.

Sigman, Robert. Law for the layman. 1989. \$16.95 each. Cassette (60 min).

Anatomy of a civil trial. 1-878135-10-4.

Anatomy of a criminal trial. 1-878135-

Family violence and the law. 1-878135-22-8.

Landlord and tenant. 1-878135-21-X

Small claims court. 1-878135-23-6.

Waging custody battles. 1-878135-16-3.

Wills, trusts and estate planning. 1-878135-12-0.

## BANKRUPTCY

Caplan, Suzanne. Saving your business: how to survive Chapter 11 bankruptcy and successfully reorganize your company. Prentice Hall, 1992. \$17.95. 0-13-832684-3, 244p.

Author steered her own business through Chapter 11 reorganization and uses that as her basis. Emphasizes importance of early intervention, expert advice, solid reorganizational plan. With samples, glossary, index.

Elias, Stephen. How to file for bankruptcy. Nolo Press, 1993. 4th national ed. \$25.95. 0-87337-201-8, 416p.

Haman, Edward A. How to file your own bankruptcy: (or how to avoid it). Sphinx Publishing, 1992. \$19.95. 0-913825-50-6, 139p.

Simplified procedures for Chapter 7 (discharge of debts) and Chapter 13 (payment plan) for individuals and what to expect through the process of filing and the hearing. Sample forms and tables of federal and state exemptions. Index.

Nolo's law form kit: personal bankruptcy. SEE LEGAL FORMS..

Williamson, John. The attorney's handbook on consumer bankruptcy and chapter 13. Argyle Pub. Co., 1993. 17th ed. \$21.95. 1-880730-04-9, 344p. Annual revision.

## CHILD CUSTODY/SUPPORT

Diamond, Leonard. How to handle your child custody case: a guide for parents, psychologists, and attorneys. Prometheus Books, 1989. \$15.95. 0-87975-570-9, 171p.

Written by a psychologist for all parties involved in custody decisions. Summarizes current child custody, referrals and evaluations, the psychological report, courtroom procedures and mediating custody. Sample contracts for joint/sole custody.





Jensen, Geraldine. How to collect child support. Longmeadow Press, 1991. \$7.95. 0-681-41185-6, 118p.

Based on the work of ACES (Association for Children for Enforcement of Support), gives procedures for seeking information, collecting support, dealing with difficult situations. Appendices of agencies, glossary.

## CHILDREN'S RIGHTS

Hempelman, Kathleen A. Teen legal rights: a guide for the '90s. Greenwood Press, 1994. \$39.95. 0-313-28760-0, 236 p.

Written for young adults in question-and-answer format with bibliographies on each topic. Somewhat limited as it does not always cite the controlling law, but very accessible to audience. Also look for updates to ACLU Rights of students (1988) and Rights of young people (1985) for this topic.

## CITIZENSHIP AND IMMIGRATION

Canter, Laurence A. The insider's guide to successful U.S. immigration: discover how to make the New Immigration Act work for you. Harper Perennial, 1992. \$15.00. 0-06-271558-5, 281p

Since choosing a category is most important, emphasizes visa system and types of visas available with procedures and forms, documents checklists. Directories of embassies, INS offices, sample forms.

Deutsch, Howard David. Immigration the easy way. Barron's Educational Series, 1993. \$12.95. 0-8120-4798-2, 283p.

Background and history of immigration, how to get a green card, process of naturalization, Canadian immigration. Complete INS forms, addresses of INS centers, consulates, embassies.

Lewis, Loida Nicolas. How to get a green card: legal ways to stay in the U.S.A.. Nolo Press, 1993. \$19.95. 0-87337-193-3, various pagings.

Updated version of 101 legal ways to stay in the USA, covers all the ways to obtain a green card, how to work with INS. Lists immigration-assistance groups. Complete forms reprinted.

## COMPUTER LAW

Fishman, Stephen. Software development: a legal guide. Nolo Press, 1994. \$44.95. 0-87337-209-3, 300p. With disk (dual DOS/MACINTOSH format).

Legal issues for copyright, employment, publishing, and multimedia development. Sample agreements and contracts are on disk as well.

Remer, Daniel. Legal care for your software: a step-by-step guide for computer software writers and publishers. RDS Publishing Company, 1992. 4th ed. \$39.95. 0-9636256-0-8, various pagings. Practical advice for writers and publishers on intellectual property concept, contracts, liability, avoiding legal problems, obtaining foreign protection. Sample forms and contracts are on tear-out sheets. Index.



Rothfeder, Jeffrey. Privacy for sale: how computerization has made everyone's private life an open secret. Simon & Schuster, 1992. \$22.00. 0-671-73492-X, 224p.  
How privacy is threatened by data assembled by credit bureaus and private and government agencies. Privacy laws are outdated by computer revolution. Notes and index.

## CONSTITUTIONAL LAW

American Civil Liberties Union Handbooks, SIU Press/Bantam. \$4.95-6.95. All titles use a question and answer format for a detailed exposition of the rights of groups. Detailed notes with references to cases and statutes, bibliography, index. Many have reprints of law as well. Many titles are due for updating.

The rights of aliens and refugees, 2d ed, 1990.  
The rights of authors, artists, and other creative people, 1983.  
The rights of crime victims, 1985  
The rights of employees and union members, 2d ed, 1994.  
The rights of indians and tribes, 2d ed, 1992.  
The rights of lesbians and gay men, 3d ed, 1992.  
The rights of older persons, 2d ed, 1989  
The rights of patients, 2d ed, 1989.  
The rights of prisoners, 4th ed, 1988.  
The rights of single people, 1985.  
The rights of students, 3d ed, 1988.  
The rights of teachers, rev ed, 1983.  
The rights of young people, rev ed, 1985.  
The right to protest, 1991.  
Your right to government information, 1985.  
Your right to privacy, 2d ed, 1990.

Lieberman, Jethro. The evolving Constitution: how the Supreme Court has ruled on issues from abortion to zoning. Random House, 1992. \$26.00. 0-679-40530-5, 751p.  
Alphabetical coverage of 1000 topics with extensive cross references, table of full cites and summaries of decisions.

Wagman, Robert J. The Supreme Court: a citizen's guide. Pharos Books, 1993. \$22.95. 0-88687-692-3, 342p.  
Concise one volume reference that covers Court history, justice biographies, how court works, confirmation battles, 100 most significant decisions. Glossary, extensive bibliography, index, chronological tables of justices.

## CONSUMER CREDIT AND PROTECTION

Consumer Credit and Sales Legal Practice Series. National Consumer Law Center  
(11 Beacon St. Suite 821, Boston, MA 02108. 617-523-8010).  
Expensive for a public library (\$60-70 per paperback volume, \$40 for supplements) but authoritative and comprehensive coverage of eleven topics:  
Consumer Bankruptcy, Fair Debt Collection, Unfair and Deceptive Acts and Practices, Credit Discrimination, Consumer Class Actions, Truth in Lending, Sales of Goods and Services, Fair Credit Reporting, Repossessions, Usury and Consumer Credit Regulation, Odometer Law.



- Detweiler, Gerri. The ultimate credit handbook. Penguin Books, 1993. \$10.00. 0-452-26946-6, 293p.  
Three sections address how to double your credit, cut your debt, and establish a lifetime of good credit. Covers debt problems, credit bureaus, building a good credit rating.
- Haas, Carol. The Consumer Reports law book: your guide to resolving everyday legal problems. Consumer Report Books, 1994. \$29.95. 0-89043-537-5, 484p.  
Rights, responsibilities and recourse for "consumers" on a range of issues regarding family, estates, contracts, injury, auto, civil rights, housing, employment, legal system. Sample letters, glossary, index.
- Klein, David. Getting unscrewed and staying that way: the sourcebook of consumer protection. Holt, 1993. \$25.00. 0-8050-2590-1, 322p.  
Major consumer complaints and scams and tips on how to avoid them. Includes autos & repair, home contractors, door-to-door sales, credit bureaus. State, federal government and consumer protection agencies listed.
- Leonard, Robin. Money troubles: legal strategies to cope with your debts. Nolo Press, 1993. 2nd ed. \$16.95. 0-87337-231-X, 360p.
- Lieberman, Marc R. Consumer rights and remedies: legal tips for savvy purchases of goods, services and credit. Layman's Lawguides, 1992. \$9.95. 0-9630356-4-9, 100p.  
Simple, clear (large type) summary of consumer rights in contracts, warranties, auction sales, fraud, credit, debt collection. Options for complaints. Appendix of trade associations.
- Nickel, Gudrun M. Debtor's rights: a legal self-help guide. Sphinx International, 1992. \$12.95. 0-913825-43-3, 160p.  
Covers IRS as a creditor, in addition to credit collections, credit agencies, truth in lending, lease disclosures, credit cards and real property debts and bankruptcy. Glossary, index, appendices of agencies, frequently cited laws.
- Nolo's law form kits: Rebuild your credit, SEE **LEGAL FORMS**.
- Soderquist, Larry D. Investor's rights handbook: Stocks, bonds, mutual funds, other security investments. Practising Law Institute, 1993. \$14.95. 0-87224-050-9, 303p.  
How to protect your rights as an investor in question and answer format. Glossary, index.
- Surviving debt: counseling families in financial trouble. National Consumer Law Center, 1992. \$15.00. 1-881793-07-9, 257p.  
Designed for non-lawyer professionals who counsel those facing debt crises, also useful for consumers themselves. Particular situations include foreclosure, utility cut-offs, collection harassment or lawsuits. Covers medical, food, cash assistance and credit counseling. Bibliography and index.
- Ventura, John. The credit repair kit. Dearborn Financial Pub, 1993. \$19.95. 0-7931-0518-8, 215p.  
Nearly half of all credit reports contain errors. Author advises that consumers check up on credit reports and details strategies to correct errors. Reprints Fair Credit Reporting Act and lists local and state consumer protection agencies. Index.





## CONTRACTS

Barrett, E. Thorpe. Write your own business contracts; what your attorney won't tell you. Oasis Press, 1994. 2nd ed. \$19.95. 1-55571-170-7, 1 vol.

Practical discussion of business contracts, samples of bad contracts critiqued, examples of typical contracts and suggested alternatives. For full range of contracts: purchase and sale, consulting, confidentiality, stocks, employment, patent, distributorship, loans, releases. Glossary, index.

Neubert, Christopher. How to handle your own contracts. Sterling Pub. Co., 1991. \$14.95. 0-8069-8265-X, 256p.

Good discussion of principles of contract law, as well as summaries of leases, land purchase & deeds, mortgages, partnership, wills, common business agreements, sales & credit agreements. Bibliography, glossary.

Nolo's law form kits: Buy and Sell contracts, SEE LEGAL FORMS

## COPYRIGHT/PATENTS/TRADEMARKS

Elias, Stephen. Patent, copyright and trademark: a desk reference to intellectual property law. Nolo Press, 1994. \$24.95. 0-87337-236-0, 256p.

Fishman, Stephen. The copyright handbook. Nolo Press, 1994. 2d ed. \$24.95. 0-87337-241-7, 320p.

Reese, Harvey. How to license your million dollar idea: everything you need to know to make money from your new product idea. \$14.95. 0-471-58051-1, 233p.

"The-how-not-to-go-into-business-for-yourself-book" gives a crash course for successful licensing. Covers formulation of idea and the licensing process. Appendix of organization

## CRIMINAL LAW

Boire, Richard Glen. Marijuana law. Ronin Publishing, 1992. \$12.95. 0-914171-62-3, 171p.

Defense attorney explains how to reduce probability of arrest and how to defend oneself if arrested. Well-documented reliance on federal, state and uniform laws. Reprints Federal Sentencing Guidelines. Index.

Mann, Stephanie. Safe homes, safe neighborhoods: stopping crime where you live. Nolo Press, 1993. \$14.95. 0-87337-195-X, 320p.

How to reduce crime in a neighborhood by organizing crime prevention groups, working with police, improving home security, helping children protect themselves, combating drug dealers and gangs. Appendix of tear-out form and checklists. Index.

Manville, Daniel E. Prisoners' self-help litigation manual. Oceana, 1992. Rev. 2nd ed. \$20.00. 0-379-20831-8, 684, 25p.

Radelet, Michael L. In spite of innocence: erroneous convictions in capital cases. Northeastern University Press, 1992. \$29.95. 1-55553-142-3, 399p.

Based on years of academic research into 400 cases of erroneous convictions, retold by Boston writer. Inventory of cases, full notes and bibliography.



Received of the Treasurer of the State of New York

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## DISPUTE RESOLUTION

Doyle, Stephen Patrick. Without the punches: resolving disputes without litigation. Equilaw, 1991. \$12.95. 0-9629577-0-4, 182p.

Partners in a dispute resolution practice detail the workings of arbitration, mediation and negotiation. Techniques are applicable for personal and business use. Appendices of state and federal arbitration act, code of ethics for mediators. Index.

## EDUCATION

A parent's guide to the special education appeals process. Bureau of Special Education Appeals, Massachusetts Board of Education, 1992. (617) 770-7498. 11p.  
Mediation and hearings process of Appeals Board are outlined.

A parent's guide to the special education regulations. Massachusetts Department of Education, Division of Special Education, 1992. (617) 770-7498. 29p.  
Based on federal and state laws and regulations with excellent resource information, sample questions to ask and forms.

McCarthy, Martha M. Public school law: teachers' and students' rights. Allyn and Bacon, 1992. 3rd ed. 0-205-113500-5, 530p.  
Evolution and current status of laws relating to teachers, students, public education.  
Nontechnical writing, but with full documentation. With glossary, table of cases, index.

## ELDER LAW

Massachusetts Bar Association's Legal handbook for Massachusetts elders. MBA, 1992. \$7.50. 104p. (617) 542-3602 x305. Photocopy.  
Current as of June 1992, covers laws and programs for those over 60 as well as for disabled people who rely on similar services. Includes financial assistance, health care, long-term care, housing, consumer protection, planning for the future and steps to take when someone dies.

Matthews, Joseph. Beat the nursing home trap: a consumer's guide to choosing and financing long-term care. Nolo Press, 1993. 2d ed. \$18.95. 0-87337-230-1 IV.  
Revised edition of Elder care.

## EMPLOYMENT

Beyer, Cathy. Surviving unemployment: a family handbook for weathering hard times. Holt, 1993. \$10.95. 0-8050-2050-0, 296p.  
Resource for all members of family coping with an unemployed member. Gives practical advice on facing job loss, handling finances, collecting unemployment, providing basic necessities, obtaining legal services and other outside help, minimizing stress. Charts, worksheets, resources.



- Joel, Lewin G. Every employee's guide to the law: everything you need to know about your rights in the workplace - and what to do if they are violated. Pantheon Books, 1993. \$13.00. 0-679-74323-5, 414p.  
Organized around the employment process, hiring, work conditions and terms, through discharge, worker's compensation, unemployment. How to work with a union, file a claim. Extensive glossary; listing of agencies; excellent summary of federal labor laws; common questions and answers.
- McWhirter, Darien A. Your rights at work. Wiley, 1993. 2d ed. \$14.95. 0-471-57693-X, 305p.  
"Written for employees thinking about suing their employers and employers who think they might be sued." Organized into sections on contract rights, rights after termination, civil rights, constitutional rights, wage/hour/labor rights, rights after injury. Full citations, Table of Cases, Index.
- Outten, Wayne N. The rights of employees and union members. SIU Press, 1994. 2d ed. \$6.95. 0-8093-1914-4, 604p. SEE ACLU Handbooks under **CONSTITUTIONAL LAW.**
- Repa, Barbara Kate. Your rights in the workplace. Nolo Press, 1993. 2d ed. \$15.95. 0-87337-200-X, 1 vol.  
Revision of 1st edition by Dan Lacey.
- Risser, Rita. Stay out of court!: the manager's guide to preventing employee lawsuits. Prentice Hall, 1993. \$18.95. 0-13-845561-9, 324p.  
How employees can comply with government regulations, avoid potential legal problems on job evaluations, terminations, privacy issues, sexual harassment, affirmative action, safety, using independent contractors. Citations, index.
- Steingold, Fred S. The employer's legal handbook. Nolo Press, 1994. \$29.95. 0-87337-235-2, 350p. Forthcoming.
- Walsh, James. Worker's comp for employers: how to cut claims, reduce premiums and stay out of trouble. Merritt Pub, 1994. 2d ed. \$29.95. 1-56343-066-5, 334p.  
Every employer faces "the workers comp monster" a \$70 billion industry and needs the tools to tame the monster for the individual business. Case studies are used throughout. Extensive sample forms, letters, checklists.

## FAMILY LAW

- AFDC Advocacy Guide: an advocate's guide to Aid to Families with Dependent Children in Massachusetts. Mass Law Reform Institute, 1994. Available from MCLE, \$5.00. 0-944490-64-6, 78p.  
Questions and answer format on basic questions relating to AFDC, with notes to regulations and a regulations index.
- Divorce: the Process. VIDEO. Available from Divorce Center, Inc. P.O.Box 4791, Framingham, MA 01701 (508) 668-2514. \$17.50.  
Summarizes the court process which couples face when considering divorce. Though not detailed, is highly recommended as an overview of the Massachusetts procedure. Narrated by Edward Ginsburg of Probate Court.



- Duff, Johnette. The marriage handbook: a legal and financial guide to your spousal rights. Plume, 1994. \$10.95. 0-452-27125-8, 227p.  
 Outlines the impact of marriage on each party's financial and legal rights. Inheritance, same-sex marriages, common-law marriages. Community property, contracts, wills, parental obligations are all covered. With state law summaries (however no citations). Glossary, index.
- Engel, Margorie. L. The divorce decisions workbook: a planning and action guide. McGraw-Hill, 1992. \$ 0-07-19572-2, 166p.  
 In addition to legal aspects, covers financial, practical and emotional aspects of divorce. With 55 tear-out forms for planning and financial accounting.
- Engel, Margorie L. Divorce help sourcebook. Visible Ink, 1994. \$17.95. 0-8103-9480-4, 419p.  
 Brief narratives on a myriad of divorce-related topics highlight the text. Extensive annotated resource listings of organizations, journal articles, and books form the bulk. State laws and resources and extensive index enhance the reference value.
- Friedman, Gary. A guide to divorce mediation: how to reach a fair, legal settlement at a fraction of the cost. Workman Pub., 1993. \$12.95. 1-56305-478-7, 376p.  
 An introduction to mediation is followed by detailed cases the author handled. Range of issues include money, abuse, child support, use of an attorney for "easy" and difficult cases. Index.
- Haman, Edward A. How to write your own premarital agreement. Sphinx Publishing, 1993. \$19.95. 0-913825-69-7, 150p.  
 Explains the nature of a premarital agreement and shows how to prepare one. Page-long summaries of state statutes on divorce, probate and agreements. Sample forms and agreements. Glossary, index.
- Horgan, Timothy J. Winning your divorce: a man's survival guide. Dutton, 1994. \$19.95. 0-525-93761-7, 196p.  
 Only up-to-date guide for men with emphasis on "divorce as a competitive struggle", with practical advice on pitfalls and negotiation strategies. Appendix of men's rights groups.
- Jancourtz, Isabella. The Massachusetts woman's divorce handbook. (P.O. Box 743, Weston, MA 02193), 1994. Revised ed. \$10.00. 0-9618632-2-6, 100p.
- Johansen, Frances. The financial guide to divorce. United Resource Press, 1990. 3d rev. updated ed. \$7.95. 0-929230-05-1, 107p.
- Leonard, Robin. Nolo's pocket guide to family law. Nolo Press, 1993. \$14.95. 0-87337-217-4, 255p.  
 Revised edition of Family Law Dictionary.
- Richard, Jacqueline. Complete premarital contracting: loving communication for today's couples. M. Evans, 1993. \$8.95. 0-871317397, 225p.  
 "Save your marriage ahead of time" through awareness, communication, contracting. Based on author's experience and extensive interviews. Sample prenuptial agreement, and Uniform Premarital Agreement Act and schedule for the process.
- Woodhouse, Violet. Divorce & money: how to make the best financial decisions during divorce. Nolo Press, 1993. 2d ed. \$21.95. 0-87337-215-8, 288p.







## INFORMATION RIGHTS

Newman, John Q. Be your own dick: private investigating made easy. Loompanics, 1992. \$12.00. 1-55950-083-2, 113p.

How to investigate individuals through databases; "moral implications of such actions are left to the individual." Appendices of state agencies and record holders.

A Review of the provisions of the Massachusetts public records law. Massachusetts Secretary of State, 1993. 31p..

Summary with notes of law, regulations and relevant cases. Reprints key sections and lists the exempt categories; misses exemption of library records!

## INSURANCE

Korn, Donald Jay. Your money or your life: how to save thousands on your health-care insurance. Macmillan, 1992. \$10.00. 0-02-080441-5, 308p.

Basic health disability and long term care insurance are the topics covered. Emphasis on obtaining best coverage at best price, whatever your employment situation.

Nader, Ralph. Winning the insurance game: the complete consumer's guide to saving money. Doubleday, 1993. \$14.95. 0-385-46838-5, 538p.

How to obtain needed coverage at a reasonable cost with responsive claims system for auto, health, home, life, and government benefit insurance. Glossary, state insurance department, insurance-not-to-buy in Appendix.

O'Donnell, Jeff. Insurance smart: how to buy the right insurance at the right price. Wiley, 1991. \$12.95. 0-471-527111-4, 236p.

An insurance agent's tips for getting the most in auto, homeowners, life, health, small business and Medicare supplemental. Analysis of typical policy language. Glossary, bibliography, index.

## LANDLORD/TENANT

Irwin, Robert. The landlord's trouble-shooter. Real Estate Education Co., 1994. \$14.95. 0-7931-0954-X, 253p.

How to get good tenants, move bad tenants out, common problems and remedies and property management. Sample rental agreement, inspection sheets and 40 "landlord rules" in Appendix.

Legal tactics: self-defense for tenants in Massachusetts. Massachusetts Law Reform Institute, 1993. 5th ed. \$10.00. 0-944490-51-4, 576p.

Extensively revised and comprehensive treatment of Massachusetts law.

Sandberg, Paul. Renters' rights: a guide for Massachusetts tenants. Mount Auburn Press; dist by MASSPIRG, 1992. \$5.95. 0-9634227-0-7, 61p.

Concise pocket guide that takes a renter through apartment hunt, looking at leases and outlines rights at all stages of tenancy. However, it lacks citation to Massachusetts law (for that information, see Legal tactics above.) Handy Sanitary Code checklist for apartment inspection.



## LEGAL FORMS

Nolo's Law form kits. 80page booklets, most with pad of legal forms. Will be a problem for processing, but the booklets are good basic guides.

Rebuild your credit; solve your debt problems. 1993, 1-87337-205-0. \$14.95.

Loan agreements; borrow and lend money. 1993, 0-87337-206-9. \$14.95

Personal bankruptcy; file your own Chapter 7 bankruptcy. 1993, 0-87337-1801. \$14.95

Buy and sell contracts. 1993, 0-87337-207-7. \$9.95.

Wills. 1993, 0-87337-181-X. \$14.95.

Hiring childcare and household help. 1994, 0-87337-229-8. \$14.95.

Power of attorney. 1993, 0-87337-182-8. \$14.95.

## LEGAL RESEARCH

Griffith, Cary. Griffith's guide to computer assisted legal research. Anderson Pub. Co., 1992. \$39.95. 0-87084-324-9, 460p.

Covers CALR concepts, gives overview and comparison of LEXIS and WESTLAW and other online services and CD ROMS.

## LEGAL SYSTEM

American Bar Association Family Legal Guide. Times Books/Random, 1994. \$35.00. 0-8129-2361-8, Forthcoming update of ABA You and the law.

Christianson, Stephen G. 100 ways to avoid common legal pitfalls without a lawyer. Carol Pub Group, 1992. \$12.95. 0-8065-1330-6, 294p.

Despite the title, an A-Z summary of the law on 100 common legal issues. The emphasis is on giving consumer information they can use to make their own decisions on adoption, bankruptcy, charities, divorce, leases, mail order, traffic court, zoning. Appendix: 50 state directory of governmental agencies for help.

Coughlin, George Gordon. Your handbook of everyday law. Harper Perennial, 1993. 5th ed. \$13.00. 0-06-271572-0, 452p.

Covers a range of issues in both substantive and procedural law to explain the legal system. Glossary, index.

Fed up with the legal system; what's wrong and how to fix it. Nolo Press, 1994. 2d ed. \$0-87337-242-5, 100p.

Update of Legal breakdown (1990).

Hauser, Thomas. The family legal companion. Allworth Press, 1992. Revised and expanded. \$16.95. 1-880559-04-8, 254p.

Question and answer format treats topics of general interest, to allow citizens to make decisions regarding legal issues. Well organized and readable.



Johnson, Daniel L. The consumer's guide to understanding and using the law. Betterway Books, 1994. \$14.95. 1-55870-332-2, 281p.

Attorney provides a "legal compass" for learning remedies and procedures that apply in most common situations; family law, real estate, criminal law, consumer, injury, wills, employment, business. Includes sample forms, glossary, index.

Shapiro, Stuart B. How to survive a deposition. John Wiley, 1994. \$16.95. 0-471-00212-7, 170p. Best way to prepare for deposition whether defendant or plaintiff, the "tricks of the trade" and how to avoid them. Uses actual transcripts of testimony.

Understanding the courts: anatomy of a criminal case: anatomy of a civil case. American Bar Association, 1990. \$25.00. VIDEO (35 minutes) plus viewer's guide, instructors handbook. Prepared by ABA's Commission on Public Understanding About the Law to give a clear and concise discussion of the judicial process and its constitutional premise.

## MEDICAL ISSUES

Dubler, Nancy N. Ethics on call: a medical ethicist shows how to take charge of life-and-death choices. Harmony Books, 1992. \$20.00. 0-517-58399-2, 403p.

Medical decision-making in the new age of high technology and cost containment. Uses case studies from her work to show how patients and families can maintain control and choose the best course, medically, legally and humanely. Sample living will, durable power of attorney, values history.

DuBoff, Leonard D. The law (in plain English) for health care professionals. Wiley, 1993. \$14.95. 0-471-58001-5, 206p.

Practical advice for doctors, dentists and other health care professionals on establishing a medical business. Covers finance, employee, tax, insurance, advertising and planning issues.

Peterson, Robert A. Fighting back: a guide to challenging health insurance denials. Center for Public Representation, 1993. \$14.95. 0-932622-50-X, 109p.

Prepared by a Wisconsin agency, and listing that state's resources, this is nevertheless a useful guide to the insured's rights. Explains elements of health insurance policies, how to work with insurer, how to fight denials of care. Sample letters.

Van Allen, Evelyn J. You decide: using living wills and other advance directives to guide your treatment choices. Business One Irwin, 1994. \$18.00. 1-55623-936-x, 163p.

Step-by-step approach, with necessary checklists, to prepare an advance directive. Step one is finding out your state's law, and then thinking about and applying this excellent information. Excellent "resources" list.

## MILITARY

Snyder, Keith D. Veterans benefits: the complete guide. Harper, 1994. \$15.00. 0-06-273146-7, 410p.

Comprehensive guide for veterans, service members and their families. Special attention to vets of specific wars: WWII, Korea, Vietnam and Persian Gulf, as well as concerns of minorities and women. Appendices of forms, VA facilities, state and national organizations.





## MOTOR VEHICLES

- Massachusetts Consumer's Coalition. Car smart: a consumer's guide to buying and owning a car in Massachusetts. Massachusetts Office of the Attorney General, 1993. Free. 36p.  
How to select an auto, get a good deal on financing, handle any problems that arise. Appendix of resources for Mass Consumers.
- Motor vehicle and traffic laws of Massachusetts. Gould Publications, 1977-. Annual. \$19.95 and \$7-10 to update. 87526-231-7. 1 v. loose-leaf.  
Reprints all relevant automobile-related sections of the General Laws, the Code of Massachusetts Regulations, and the rules and regulations of the Registrar of Motor Vehicles.

## NON-PROFITS

- Hopkins, Bruce R. A legal guide to starting and managing a nonprofit organization. J. Wiley, 1993. 2d ed. \$19.95. 0-471-58507-6, 304p.  
Thorough treatment of tax and legal issues for new and established non-profits. With checklists and glossaries for each topic.
- Nicholas, Ted. The complete guide to nonprofit corporations. Dearborn Enterprises, 1993. \$19.95. 0-7931-0615-X, 248 p.  
Particular advantages, disadvantages, and procedures for incorporation of a non-profit organization. Reprints portions of tax code, extensive sample forms.
- Stoesz, Edgar. Doing good better! how to be an effective board member of a nonprofit organization. Good Books, 1994. \$9.95. 1-56148-099-1, 149p.  
Commonsense advice from Chairman of Habitat for Humanity. Sample job descriptions, appraisals, annual task lists. Bibliography.

## PERSONAL INJURY

- Benjamin, Fred. Settle it yourself - who needs a lawyer. Bonus Books, 1992. 2d ed. \$12.95. 0-929387-99-6, 145p.  
Dealing with insurance companies in 6 steps, with sample letters and forms. For wide range of cases; dram shop, job injuries, death, objective products, auto accidents.

## PRO SE

- Bergman, Paul. Represent yourself in court: how to prepare and try a winning case. Nolo Press, 1993. \$29.95. 0-87337-222-0, 350p.  
Civil trials without a lawyer: analysis, trial preparation, picking jury, presenting the case. For personal injury, small business and landlord-tenant disputes.
- Schachner, Robert W. How and when to be your own lawyer: a step-by-step guide to effectively using our legal system. Avery Pub. Group, 1993. \$13.95. 0-89529-523-7, 399p.  
Advocates "pro se" representation, but clearly set out its limitations. Covers the elements of case assessment, preparation for trial, litigation, settlement and appellate procedure. An excellent overview.





## PROPERTY

- Boroson, Warren. The home buyer's inspection guide: everything you need to know to save \$\$ and get a better house. Wiley, 1993. \$17.95. 0-471-57449-X, 228p.  
Assessment of houses for factors of price, tax, condition, energy efficiency, security, location in non-technical terms. Includes how to work with home inspector.
- Cooper, Cynthia. Homeowner's legal guide. Consumer Reports Books, 1993. \$22.95. 0-89043-535-9, 343p.  
Legal rights and responsibilities of the homeowner: insurance, liability, contracts, taxes, boundaries, repairs, financing, home business.
- Estopinal, Stephen V. A guide to understanding land surveys. Wiley, 1993. 2d ed. \$49.95. 0-471-57717-0, 226p.
- Freeman, Beatrice O. The second home handbook. Villard Books, 1987. \$12.95. 0-394-74768-2, 312p.  
Despite the date, still a unique title, with topics of concern to owners of vacation homes. Index.
- Lank, Edith. Your home as a tax shelter. Dearborn Financial Pub., 1993. \$15.95. 0-7931-0435-1, 150p.  
Good recordkeeping is essential to take advantage of all available tax savings for interest, property taxes, home repairs, profit on sale. Appendix of IRS resources, forms and checklists throughout.
- Randolph, Mary. Dog law. Nolo Press, 1994. 2d ed. \$12.95. 0-87337-216-6.
- Ryan, Jerry R. Drawing the line: landowner's manual and buyers guide. Tide Runner Publishing, 1994. \$12.95. 0-9637828-0-0.  
Land surveyor's "owner manual" to land purchase, surveys and deeds. Glossary, survey standards; sample maps and deeds are on loose sheets.
- Small, Stephen J. Preserving family lands: essential tax strategies for the landowner. Landowner Planning Center, 1992. 2d ed. \$8.95. 0-9624557-1-7, 99p.  
Options for preserving land, tax consequences, and implications for land, the owners and the family. By a Boston tax attorney. Examples and charts throughout.
- Steinmetz, Thomas C. The mortgage kit: how to save \$1,000s financing your home. Dearborn, 1991. 2d ed. \$17.95. 0-79310-256-1, 214p.  
For new buyers and those refinancing, gives options and information on application, qualifying and shopping for mortgages. Appendices of 50+ forms, worksheets, tables.
- Turk, Martin E. The new-home buyer's guide. Groom Books, 1994. \$14.95. 0963270117, 246p.  
"A real estate agent and developer tells how to save money and minimize risk in the purchase of a new home from a builder."
- Wiedemer, James I. The smart money guide to bargain homes; how to find and buy foreclosures. Real Estate Education Co., 1994. \$15.95. 0-7931-0747-4, 232p.  
Realistic strategies for investors and homebuyers who purchase at foreclosure whether from owner or lender. Financing options, HUD homes, VA sales, RTC and FDIC are all covered. Glossary, index.



## SEXUAL HARASSMENT

Bravo, Ellen. The 9 to 5 guide to combatting sexual harassment: candid advice from 9 to 5, the National Association of Working Women. Wiley, 1992. \$9.95. 0-471-57576-3, 151p.  
Sexual Harassment - what it is, how to repair it, how to avoid it (for employers), how to combat it (for individuals, managers, unions). Resource list.

Lindemann, Barbara. Primer on sexual harassment. Bureau of National Affairs, 1992. \$38.00. 0-87179-764-X, 302p.  
Written for human resource professionals who need legal guidance, summaries of theories of liability, suggestions for preventing, investigating and correcting workplace situations. Extensive appendices of EEOC materials, sample policy.

## SMALL BUSINESS

Adams, Frank T. Putting democracy to work: a practical guide for starting and managing worker-owned businesses. Berrett-Koehler Publishers, Hulogosi Communications, 1992. Rev ed. \$19.95. 1-881052-09-5, 324p.  
All aspects of setting up, operating, financing and managing a worker-owned enterprise. Excellent sample forms, checklists, plans, resources.

Attard, Janet. The home office and small business answer book: solutions to the most frequently asked questions about starting and running home offices and small businesses. H. Holt, 1993. \$19.95. 0-8050-2078-0, 545p.  
Four hundred + pages of questions and answers, 250 suggestions for home businesses, business resource listing, glossary, index.

Daily, Frederick W. The small business tax survival handbook. Nolo Press, 1994. \$24.95. 0-87337-237-9, 320p.

DuBoff, Leonard D. The law (in plain English) for craftspeople. Copeland Press, 1993. \$12.95. 0-934026-82-3, 148p.  
Covers forms of business, contracts, insurance, consignment, taxes, as well as intellectual property concerns. Index.

Friedman, Robert. The complete small business legal guide. Enterprise Dearborn, 1993. \$19.95. 0-7931-0548-X, 341p.  
"How to understand legal issues and protect your small business" Up-to-date info includes ADA. Extensive forms. Index.

Grensing, Lin. Developing a personnel manual. Self-Counsel Press, 1993. \$12.95. 0-88908-282-0, 103p.  
A step-by-step approach for creating a manual that addresses company mission, issues of compensation, benefits, hiring and firing, rules and regulations in legal framework. Sample sections and how to administer the handbook.

Jenkins, Michael D. Starting and operating a business in Massachusetts. Oasis Press/PSI, 1994. New ed. \$24.95. 1-55571-243-6, 1 vol.



- Joseph, Richard A. How to buy a business: entrepreneurship through acquisition. Enterprise/Dearborn, 1993. \$19.95. 0-7931-0450-5, 276p.  
Technical, legal and management concerns in buying a business. Advice on locating a business to buy includes using a computer. Reference and index.
- Keup, Erwin J. Franchise bible: a comprehensive guide. Oasis Press/PSI Research, 1991. \$19.95. 1-55571-108-1, 311p.  
For both persons considering purchase of a franchise or franchising one's own business. Sample documents, checklists, forms, references to state requirements make up half the book.
- Keup, Erwin J. Mail order legal guide. Oasis Press/PSI Research, 1993. \$29.95. 1-55571-190-1, 1 v. looseleaf.  
General review of state and federal laws (FTC & Postal Service) that affect any business that uses the mail. Among topics are unmailable items, advertising, tax requirements. Reprints of relevant laws & regulations, summary of state requirements.
- McKeever, Mike. How to write a business plan. Nolo Press, 1992. 4th ed. \$19.95. 0-87337-184-4, 272p.
- Nicholas, Ted. The complete guide to "S" corporations. Enterprise/Dearborn, 1993. \$19.95. 0-79310-613-3, 175p.  
Newly revised guidance for small business owners to avoid corporate tax. With forms, IRS publication, suggested readings.
- O'Hara, Patrick D. How to computerize your small business. John Wiley, 1993. \$19.95. 0-471-57869-X. 262p.  
How the right system can be used for record-keeping, inventory control, sales data. Covers hardware and software for basic system and future networking.
- Shattuck, George C. Estate planning for small business owners. Prentice-Hall, 1993. \$19.95. 0132854619, 292p.  
How an entrepreneur can minimize taxes, divide the business and estate among heirs, transfer ownership or sell to others.

## SOCIAL SECURITY

- Jehle, Faustin F. The complete & easy guide to Social Security & Medicare. Fraser-Vance Pub. distributed by Williamson Pub. Co., 1993. 10th ed. \$10.95. 0-930045-11-4, 174p.
- Landis, Andy. Social security: the inside story: an expert explains your rights and benefits. Mount Vernon Press, 1993. \$14.95. 0-931213-09-6, 320p.  
Useful, large print summary of social security system and benefits under retirement, family, survivors, disability & Medicare provisions. Sample reference tables.
- Social security handbook 1993: retirement insurance, survivors insurance, disability insurance, supplemental security income, black lung benefits. 11th ed. Published irregularly. U.S. Dept of Health and Human Services; for sale by Supt. of Docs.  
Summarizes provisions of social security, related programs. A very handy reference source.







## TAX

Crouch, Holmes F. All year tax guides. 20484 Glen Brae Drive, Saratoga, CA 95070 (408) 867-2628. For taxpayers with incomes over \$40,000 and their tax advisers. Titles include Being self employed (1993), Disagreeing with the IRS (1993), Your executor duties (1993), Selling your home (1992). All are well outlined, with helpful charts, references to IRS publications.

Daily, Frederick W. Stand up to the IRS. Nolo Press, 1994. 2d ed. \$21.95. 0-87337-240-9, 1 v.

A guide to estate taxes. Massachusetts Department of Revenue, 1993. 24p.

## UNMARRIED COUPLES

Curry, Hayden. A legal guide for lesbian and gay couples. Nolo Press, 1994. 8th ed. \$21.95. 0-87337-269-7, 300p.

Samuelson, Elliot D. Unmarried couples: a guide to your legal rights and obligations. Insight Books, 1992. \$24.95. 0-306-44322-8, 295p.  
For couples contemplating, living in or terminating a "domestic partnership." Also common law marriage, gay rights, AIDS, estate law, drafting agreements, senior citizens' rights.  
Bibliography, index.

## VIDEO

Divorce: the Process, SEE FAMILY LAW.

Understanding the courts, SEE LEGAL SYSTEM.

## WILLS/ESTATES

Christianson, Stephen G. How to administer an estate: a step-by-step guide for families and friends. Citadel/Carol, 1993. \$14.95. 0-8065-1404-3, 139p.  
Whether to agree to be an executor and general procedure for administration. With charts and tables for state laws.

Clifford, Denis. Plan your estate. Nolo Press, August 1994. 3d ed. \$24.95. 0-87337-239-5, 416p.

Clifford, Denis. Make your own living trust. Nolo Press, 1993. \$19.95. 0-87337-194-1, 336p.  
How a living trust works to avoid probate, how to create one and what happens upon death.

Clifford, Denis. Who will handle your finances if you can't? Nolo Press, 1992. 1st national ed., \$19.95, 0-87337-179-8, 250p.  
How to create a durable power of attorney for finances.



Nolo's law form kit: Wills, SEE LEGAL FORMS.

Planning for the future: providing a meaningful life for a child with a disability after your death.

American Pub. Co., 1993. \$24.95. 0963578006, 418p.

Guide for parents and their advisors to devise a life plan, a letter of intent and special needs trusts that will protect the child's interests and the estate's assets. Directory of organization and excellent bibliography.

Shenkman, Martin M. The complete book of trusts. Wiley, 1993. \$19.95. 0-471-57447-3, 291p.

Layman's guide to 29 types of trusts that can benefit anyone once you have an overall estate plan. Glossary. Index.

## WOMEN AND THE LAW

The rights of women: the basic ACLU guide to women's rights. SIU Press, 1993. 3d ed. 317p.

SEE American Civil Liberties Union Handbooks under CONSTITUTIONAL LAW.



## SELECTED LEGAL PUBLISHERS

Listed here are some publishers you may wish to contact for catalogs, more information, or to order their publications directly.

American Bar Association  
750 N. Lake Shore Dr.  
Chicago, IL 60611  
(312) 988-5555

BNA Books  
1250 23rd St. NW  
Washington, DC 20037-1165  
(800) 372-1033

Butterworth  
90 Stiles Rd.  
Salem, NH 03079  
(800) 545-1013

Commerce Clearing House  
(CCH)  
4025 W. Peterson Ave.  
Chicago, IL 60646  
(312) 583-8500

Clark Boardman Callaghan  
155 Pfingsten Rd.  
Deerfield, IL 60015-4998  
(800) 323-1336

Congressional Quarterly  
Customer Service  
1414 22nd St. NW  
Washington, DC 20037-1003  
(800) 638-1710

Dearborn Trade  
520 N. Dearborn St.  
Chicago, IL 60610-4354  
(800) 245-2665

Do-It-Yourself Legal  
Publishers  
24 Commerce St.  
Newark, NJ 07102  
(800) 743-DOIT

Greenwood Publishing Group  
88 Post Rd. West  
P.O. Box 5007  
Westport, CT 06881

HALT  
1319 F Street NW  
Suite 300  
Washington, DC 20004  
(202) 347-9600

Labor Guild of Boston  
883 Hancock St.  
Quincy, MA 02170  
(617) 786-7822

LawPrep Press  
17900 North Sky Park Circle  
Suite 100  
Irvine, CA 92714  
(800) 359-PREP

Legovac  
P.O. Box 150340  
Altamonte Springs, FL  
32715-0340

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(800) 966-6253

Nolo Press  
950 Parker St.  
Berkeley, CA 94710  
(800) 992-6656

Oceana Publications  
75 Main St.  
Dobbs Ferry, NY 10522  
(914) 693-8100

Oasis/PSI Research  
300 N. Valley Dr.  
Grants Pass, OR 97526  
(503) 479-9464

Research Institute of  
America  
(RIA)  
117 East Stevens Ave.  
Valhalla, NY 10595-1264  
(800) 431-9025

Self-Counsel Press  
1704 N. State St.  
Bellingham, WA 98225  
(800) 663-3007

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50 W. Kellogg Blvd.  
P.O. Box 64526  
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(800) 328-9352

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